

WAKE FOREST URBAN FORESTRY BOARD

MINUTES

April 13, 2009

7:00 p.m.

Members Present: John Patterson, John Pelosi, Don Daria, Earl Creutzburg, Everett Bolton, Austin Proctor, Paul Krebs, Tim Bufford,
Members Absent: Jeff Yokovich, Pete Thibodeau (ex officio)
Staff: Ann Ayers

CALL TO ORDER

The Wake Forest Urban Forestry Board meeting was called to order at 7:00 p.m.

APPROVAL OF MINUTES

ACTION: Earl Creutzburg made a motion to approve Minutes from March 9, 2009. Austin Proctor seconded the motion. The motion was approved 8-0.

NEW BUSINESS

- a. FY 2008-2009 End of Year Report – FY 2008-2009 Budget for Administration, Planting Projects, Street Tree Maintenance and Landscape Maintenance: \$226,020. Cost savings resulted in the Urban Forestry Board coming in approximately \$35,000 under budget with a total expenditure of approximately \$191,000. Attachments provided.

No action required.

- b. FY 2009-2010 Budget Request – New contracts will be required for the Street Tree Maintenance Program and Landscape Maintenance Services. Budget Requested for FY 2009-2010 for Administration, Planting Projects, Street Tree Maintenance and Landscape Maintenance: \$225,655. Attachments provided.

Action: The budget line for Misc. was corrected for a total of \$460.

- c. FY 2008-2009 Accomplishments – Attachments provided.

No action required.

OLD BUSINESS

- a. Arbor Day
 - **Tree Seedling Giveaway:** 2,500 tree seedlings were given away at the Tree Seedling Giveaway on February 28, 2009 with leftover trees being planted along stream banks and beside the greenway trail at the Soccer.
 - **Arbor Day Celebration:** held at the Community House on March 12, 2009, from 10:00 a.m. to 12:00 p.m. This year, the North Carolina DFR attended the celebration to

present the Town with its 30th consecutive Tree City USA Certification and 14th Growth Award. Wake Forest Elementary School provided the entertainment and the Wake Forest Women's Club and Wake Forest Garden Club provided refreshments.

Action: Invite Parents and Clubs. Provide prizes.

- b. **North Main Street Median:** Project completed.
- c. **Street Tree Planting Project:** project completed with 233 street trees installed five relocated, and the N. Main Street Median beautified.
- d. **Web Pages:** delivered to Development Services staff for posting (2/16, modified & redelivered 2/26). We're still waiting for the higher priority rush item to be posted. An update indicated the documents were in the draft stages.

ADJOURNMENT

There being no further business, Earl Creutzburg made a motion to adjourn the meeting. Everett Bolton seconded the motion. The meeting was adjourned at 8:00 p.m.

John Patterson, Chairman

Ann Ayers, Planner/Secretary

Urban Forestry Board

FY 2008-2009 Accomplishments

FY 2009-2010 Program Objectives

Urban Forestry: Provides for the care and maintenance of Wake Forest's trees. The program is responsible for administering the Town's Tree Ordinance by overseeing the planting, removal and maintenance of trees and other vegetation located on public property and rights-of-way. The program is administered by a staff position and the Wake Forest Urban Forestry Board, established in 1978 as an advisory board to the Board of Commissioners. The program has continued to expand its mission to include citizen participation and public education through community-wide landscaping projects and informative seminars.

Program Objectives:

- Maintain the status of Tree City USA and apply for the 31st consecutive Tree City USA Certification.
- Plan and Conduct the 32nd Annual Arbor Day / Tree City USA Celebration in March 2010.
- Order tree seedlings early in the year to attain flowering selections for the tree seedling giveaway.
- Sponsor the Arbor Day Poster Contest for elementary school students.
- Continue to inspect street trees on demand and systematically for long term maintenance and care.
- Provide street tree inspections in new subdivisions to assure living stock is properly planted and in good growing condition for at least one year prior to taking on public responsibility for continued maintenance and care.
- Develop a Street Tree Corridor Plan to unify street trees along the length of the street.
- Plan for the planting replacements and new street trees with the installation of up to 400 trees on Town property and rights-of-way.
- Develop landscape plans and begin implementation of plans for the gateway intersections along US-1 and NC 98 Bypass, and in downtown public parking areas.
- Continue to work with NCDOT to provide plantings – in the US-1 and NC 98 bypass interchange. The Town will work with Kimberly Siran of Coaly Associates to achieve NCDOT approval of planting plans for Town installation of appropriate vegetation in the NC 98 Bypass Medians.
- Work with private property owners to allow plantings on private property where there is insufficient planting room within the public right-of-way.
- Work with the Town's Electric Crew to plan for tree replacements when trees are necessarily removed for the safe and efficient provision of electric services.
- Continue to plant trees on public property and rights-of-way.
- Apply for an Urban and Community Forestry Grant, if available.
- Provide access to professional tree-pruning training program for Town tree-trimming crews.
- Work to increase the health of the urban forest with educational materials to reduce improper pruning and tree disturbance. Provide public education through a newsletter and several workshops.
- Expand and continue the Urban Forest Maintenance Program, which includes structural and training pruning, root collar care, pest care and if necessary, removal and replacement of street trees, and other Town plantings, and utilize the Community Tree Management Plan and Tree Inventory (2004), and tree management software for tree care, maintenance, removals, replacements and new tree plantings.

- Update the web page to provide educational information, provide a method for convenient and efficient reporting of problems, and to identify areas where street trees are located in rights-of-way and in easements on private property.
- Initiate “Trees for Tomorrow” Planting program, a partnership between the Town of Wake Forest and the citizens to provide street trees to citizens in areas where street trees are needed and wanted. Ideally, neighbors receive information on tree planting and care, and agree to water the trees for two years to help them get established.
- Revisit the Memorial Tree Planting program at the Wake Forest Cemetery.

Accomplishments:

FY 2008-2009

- Attained Tree City USA status for the 30th consecutive year.
- Attained the 14th Tree City USA growth award.
- Conducted a town-wide survey of street trees in subdivisions to identify drought killed trees.
- Responded to citizen calls regarding street tree conditions, performing 188 inspections on street trees and inspections in 7 subdivision phases for proper street tree installation.
- Over 100 dead trees were marked for removal, largely due to the impact of the prolonged drought.
- Annual Planning and Review of Urban Forestry Board Plans & Programs.
- Planned and scheduled removal, replacement, and the addition of 238 Street Trees.
- Conducted the street tree replacement installation.
- Conducted the S. Main Street corridor enhancement planting.
- Conducted the N. Main Street corridor enhancement planting.
- Continued to implement the Street Tree Maintenance Program with the contractor completing the planned 5 year cycle through the subdivisions of Wake Forest in the 3rd year of the program. This program involves training or structural pruning, inspection for life threatening infestations, and if needed, root collar excavation to remove buttress, girding and matting roots (most often caused by excessive mulch or soil added to the critical root zone of the trees) as recommended in the Urban Forest Management Plan (prepared in 2004 by Davey Resource Group).
- Conducted the Arbor Day Poster Contest utilizing the National Arbor Day Theme with all K-5th Grade students invited to attend.
- Distributed 2,500 tree seedlings.
- Conducted the 31st Annual Arbor Day Celebration.
- Continued landscape maintenance of entrance ways and municipal parking lots.
- Worked with the Town’s Electric Crew to efficiently schedule dead/diseased tree removal and emergency trimming on public properties and rights-of-way.
- Worked with Kimberly Larson of Larson & Associates, now Coaly to develop planting plans for Jones Avenue parking, N. Main Street Median, the Susie Powell Garden, and the NC 98 Bypass Medians.
- John Patterson, Urban Forestry Board Chairman, became a Certified Arborist by passing an extensive examination.
- John Pelosi attended the Trees Across Raleigh Workshop gaining insight on a program to be utilized in future planting projects involving volunteers.
- Urban Forestry Board reviewed draft Landscape Ordinance, Landscape Standards, and Approved Plant List.

2009-2010 Fiscal Year

Urban Forestry Projects 100-490-5490	Total	85,655.00
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Memberships	305.00
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Society of Municipal Arborists (Professional Affiliation)	60.00
Utility Arborist Association	25.00
National Arbor Day Foundation	15.00
American Forests	25.00
NC Urban Forest Council	180.00

Arbor Day	5,200.00
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Tree Seedlings	1,500.00
Promotional Items (T-Shirts)	3,000.00
Savings Bonds (\$25 x 4)	100.00
Frames	50.00
Certificate Paper	5.00
Green Medals	75.00
Planting Project (includes trees, mulch, staking)	285.00
Programs	35.00
Information Brochures	100.00
Miscellaneous	50.00

Public Relations and Education	3,700.00
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Tree Care Information and Distribution	2,500.00
Workshops	200.00
Tree Care door hangers	1,000.00

Travel/Mtgs./Conferences/Classes/Study Materials	1,000.00
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Conferences and Seminars	1,000.00
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Miscellaneous	460.00
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Christmas Party	60.00
Paint/Ribbon/flags/saws	400.00

Tree Planting and Follow-up Care	75,000.00
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Street Tree Planting: including planning and installation of street trees or corridor plantings (Includes landscape material, labor, mulch, soil conditioning, follow up care)

Landscape Services 100-490-5463	Total	140,000.00
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Landscape Maintenance	60,000.00
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Franklin Street Extension Median, Durham Road (at Paschal Golf Course), Durham Rd Roundabout, Entranceways (US 1 & 1A, US 1 & Durham Rd, Durham Rd & Old Highway 98), Parking lots (White St, Jones Avenue, Wait Avenue), N. Main Street Median.

Street Tree Maintenance Program (Routine & Training Pruning)	80,000.00
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2008-2009 Fiscal Year Budget – Estimated Year End

Budget FY 2008/2009 Urban Forestry Accounts	Budgeted Amount	Encumbered	Projected through 6/30/2009	Estimated Year's Total	Notes	Budgeted Funds Remaining
100-490-5490 Formerly 10- 490-6101 Urban Forestry Admin.	\$11,020.00	5238.17	\$50.00	\$5,288.17	Administration, Memberships & Arbor Day Celebration	\$5,731.83
100-490-5490 Formerly 10- 490-6200 Urban Forestry Projects	\$75,000.00	\$65,669.04	\$3,000.00	\$68,669.04	Projects & Project Plans	\$6,330.96
100-490-5463 Formerly 10- 490-4501 Contracted Services	\$140,000.00	\$108,559.11	\$8,957.09	\$117,516.20	Contracted Services for Street Tree & Landscape Maintenance	\$22,483.80

2009-2010 Fiscal Year Budget Request

Account	Budgeted Amount	Notes
100-490-5490 Urban Forestry Projects	\$85,655.00	Urban Forestry Administration, Arbor Day Celebration, Street Tree Planting, and Street Corridor Planning and Planting.
100-490-5463 Urban Forestry Landscape Services	\$140,000.00	Landscape Maintenance and Street Tree Maintenance Program.